



# High Commission of India Kingston

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## TENDER NOTICE

The High Commission of India, Kingston on behalf of the President of India invites bids/ quotations for hiring of local security guards from the local security agencies registered with the Government of Jamaica, for security duties at the following locations :-

1. Embassy Residence : One Armed Guard for 12 hours during night and one Unarmed Guard for 12 hours duty during day, on round the clock duty (24 hours) basis, at #2 East Kings' House Road, Kingston – 6.
2. Chancery Premises : Two Armed Guards for 12 hours duty each, on round the clock duty (24 hours) basis, at 5 Earls Court, Acadia, Kgn 8.

The bid should be submitted to the High Commission in two bid format – Technical Bid and Financial Bid. The Technical Bid should provide all the documentation and certification as per Annexures A and B of this tender, viz. the company's experience, registration with the Government of Jamaica, etc. The Financial Bid should have the rates and detailed financial costs based on which the company quotes for providing the requisite security services. Both the Technical and Financial Bids should be signed by the authorized signatory of the company with date and stamp. These bids should be put in two separate sealed covers, having mentioned on each 'Technical Bid' or 'Financial Bid', as the case may be, and further submitted in a single sealed envelope (i.e. having two envelopes containing separately financial and technical bids) and clearly marked on it as "Provision of Security Services". The single envelope may then be submitted to Head of Chancery, The High Commission of India, 5 Earls Court, Acadia, Kingston -8 on or before 1700 hrs on 16th August, 2023.

Eligibility/ Quality Parameters for the bidding company and Local Security Guards (LSGs) to be provided are given at Annexures A and B. The High Commission of India, Kingston reserves the right to reject any or all the bids/quotations received without assigning any reason.

### Annexure- A

#### QUALITY PARAMETERS FOR LOCAL SECURITY GUARDS (LSGs)

1. LSGs should not be more than 50 years of age and the Supervisor, whenever necessary, should not be more than 55 years of age.
2. Should be physically and mentally fit and should not be suffering from an apparent disability. The Provider should submit Medical Fitness Certificate in respect of every LSG from an authorized Medical Practitioner. Additionally, he/ she should not be emaciated, feeble and timid in an apparent sense.
3. Should have been vetted by Jamaican Government's Security departments in terms of past record, character and antecedents. The Provider should provide background details of the LSGs and also proof of their vetting.
4. Should possess training in basic security duties such as access control and anti-sabotage checks ( of persons, baggage and vehicles) including use of basic security tools such as HHMD, DFMD, CCTV monitoring, baggage and letter scanners etc.
5. Should have attended education at least up to 10th Standard or matriculation equivalent.
6. Should be proficient in the local language ( so as to deal with local visitors and unruly person or group of persons). Should be in possession of minimum English language skill s required to communicate with the Mission staff.
7. Should perform duties in smart uniform and their overall appearance should be neat and clear.
8. Should be thoroughly proficient and trained in handling of arms and other security equipment they are supposed to carry or use.
9. The Provider should have a system of undertaking supervisory checks of functioning of LSGs to ensure that the supplied LSGs are discharging their duties with efficiency.

### Annexure- B

#### QUALITY PARAMETERS FOR BIDDING COMPANY FOR TECHNICAL BID

- Please provide detailed information in descriptive terms along with supportive documents and records of the following parameters
1. List of other clients the Company is serving in terms of supply of Local Security Guards in Jamaica and other countries to ascertain the level of global security knowledge and experience the bidder has.
  2. Past experience, service history, achievements of the company – Experience/ satisfactory work certificates by the previous clients may be attached towards the claim.
  3. Evidence of registration of the company under relevant statutory regulations such as labour laws, TRN applicable in Jamaica ( if registered under more than one law, the same be furnished)
  4. Evidence of range of security services provided.
  5. Size of the reserve pool of men and logistics such as response teams, patrol vehicles/ security equipment / control room facilities / communication equipment under use etc.
  6. Attrition rate of security guards and security supervisors ( the average period for which a security guard remains with the company)
  7. Training facilities : Does the company have its own training facility ( details thereof) ? Does it avail the facility of another provider or a company that only focused on training? What is the curriculum and duration of training of the security guards and the supervisors?
  8. Industry certification obtained by the company for its quality and Company's relationship with local police.
  9. Scope and limit of liability of the company.
  10. Take home pay and allowances of the security guards.

**Head of Chancery,  
High Commission of India  
5, Earls Court, Acadia, Kingston-8, Jamaica  
Email:hoc.kingston@mea.gov.in Tel.- 876-927-3114/4270**